



DS Notes

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Glad to be here!

I am very excited for the opportunity to lead DS in a time of intense change, not only within DCMA but DoD as a whole. These are the times where we can have great impact into the future of DCMA and our ultimate goal, quality support to the warfighter.

You will see a consistent message from me over the next weeks and months, "continue to create a world class staff that exceeds the expectations of our customers". That is my vision. Performance-based management (PBM) is the methodology that DCMA will employ to manage our customer expectations within the bounds of our limited resources.

I intend to make DS the flagship of PBM at the headquarters and to demonstrate to the field that PBM is an effective management philosophy. I need your help to realize this vision.

The staff and center directors will continue to fine tune their plans over the next few weeks and they will need your expertise to really understand where to focus our attention in the various lines of service to maximize our effectiveness in meeting their customer needs. Once we have established performance commitments (PC) with our customers, we will use the metrics to help us stay focused.

These metrics are not intended to be used once a quarter for some performance review, rather, to be used on a day by day, week by week basis to tell you whether you are on track in meeting your commitments to your customers.

Your individual contributions to mission accomplishment should be derived from those team level PCs and are those significant activities, when accomplished per the performance standards, allow your team to succeed.

I look forward to working with each and every one of you.



**Air Force Col. Jeffrey A. Brand
Chief of Staff**

— Jeff Brand

Congressional and Public Affairs Team Changes Players

The Congressional and Public Affairs team has welcomed our newest team member, Mr. Mark Woodbury. Mark recently completed four years of Air Force active duty service at Edwards Air Force Base, Calif., where he served as editor of the base newspaper, deputy chief of community relations and the chief of internal communication. Both he and his newspaper received multiple Air Force awards.

In October 2005, Mark deployed to Iraq for a six month tour as a combat correspondent with the Multi-National Security Transition Command – Iraq. This assignment offered him the opportunity to embed with, and report on the progress of equipping and training the Iraqi Army and Police.

Mark holds a bachelor's degree in communication from Southern Utah University and is currently working on his MBA. In his spare time, he enjoys traveling and spending time with his wife, Jamie, and their two young children, Taylor and Spencer.

We recently bade farewell to Ms. Michelle Brignac, who has served as a Student Career Experience Program (SCEP) intern in our Boston office since January 2006. Michelle returned to her full-time studies at Northeastern University in Boston, where she is pursuing a bachelor's degree in communications and public relations. Michelle did a super job assisting Ms. Ann Jensis-Dale, our Congressional and Public Affairs Advisor for the Aeronautical Systems and Naval and Sea Systems Divi-

sion. We will miss her big smile and can-do attitude.

As the new year begins, we are working on several new initiatives that will bolster our ability to communicate DCMA news and information to our folks and the general public.

Ms. Ann Jensis-Dale is leading our efforts to establish a media training program for our commanders and other senior leaders. Ann has been providing media training to her former East District commanders over the past few years and is now expanding this very successful program to encompass the entire agency.

Mr. Sam Rousso, our Congressional and Public Affairs Advisor for the Space and Missile Systems and Ground Systems and Munitions Divisions in Carson, Calif., is working on establishing an Agency Public Affairs Advisor (PAL) program, a network of volunteers who assist their CMO commanders in responding to Congressional and news media requests for information, as well as submitting articles and story ideas for *Communicator* magazine. Sam is also helping create a Congressional and Public Affairs Knowledge Management community for use by our commanders and PALs.

Be sure to look for our *Communicator* readers' survey that will be going out soon -- we look forward to your feedback!

— Art Forster



Security releases newsletter, says 'bye' to Chief

The DCMA Security Office is pleased to announce the release of the DCMA Security e-newsletter. The newsletter provides a range of useful and practical information that can be accessed via links.

The first edition of the newsletter



was e-mailed to Agency personnel in mid-January.

Chief of Security Patrick Wright left DCMA this month for the Defense Logistics Agency and Ms. Karen Perry is acting chief until a successor is selected.

'Easy to understand and easy to execute' say officials

The Combat Support Center (DCMAC-T), announces that DCMA headquarters has a new continuity of operations (COOP) plan suitable for use if the headquarters had to be relocated due to attack, disaster, or emergency. The COOP will be posted online on the headquarters' Web site in the coming weeks. According to Air Force Col. Karen Osborne, the plan is "a very simple, easy to understand, easy to execute plan."

Last quarter, a Headquarters DCMA COOP working group, representing each major functional area, and with participation of representatives of East, West and International, shortened the existing COOP to just 28 pages. The over-arching approach was, if a significant event were to occur, in which the acting director, DCMA would be out of contact with the rest of the Agency, leadership would be temporarily assumed by other DCMA personnel outside of the national capital region.

For a brief time, depending upon the situation, we could expect a few designated members of the headquarters senior leadership would travel elsewhere to re-establish contact with the agency and DoD. As soon as practical, the acting director, would announce longer-term solutions in response to the event or situation.

What this means for most of us at DCMA headquarters is that, if COOP is implemented most members would proceed to and/ or remain at their homes as the *Home Team*, until receiving other instructions. Members would take care of themselves, their families, telework (as capable), perform duties as previously determined by their functional managers, and await further instructions.

In short, we should associate a COOP event equivalent of a number of snow days in the aftermath of a winter storm affecting the national capital region (as was the case with the winter snow storm in early January 1996). Mission essential functions would be quickly re-established, accountability of personnel verified, and an orderly return to *normalcy* would be conducted in a phased approach.

Personal areas of concern, such as pay and leave accounting measures, have been addressed so that those entitlements remain continuous.

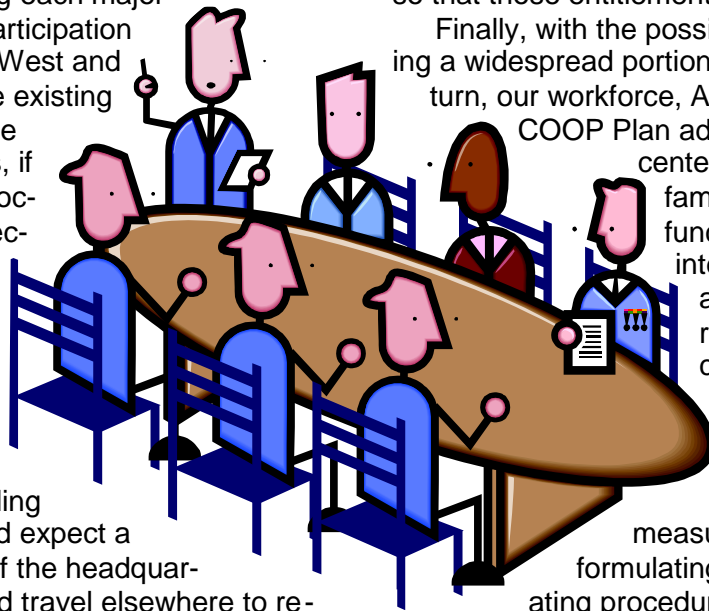
Finally, with the possibility of a pandemic affecting a widespread portion of our population, and, in turn, our workforce, Appendix R of our new

COOP Plan addresses guidance for work centers and for personal and family consideration. Most functional areas will develop internal operating procedures, as may be applicable and realistic for work center specific functions and processes. All DCMA members are encouraged to become more aware of wellness and preventative measures, and to participate in formulating and practicing, safe operating procedures so as to minimize the potential effects of a pandemic.

Our hope is two-fold: that, if ever faced with potential hazard or emergency event, our DCMA employees remain safe and that DCMA remains responsive to our customer expectations. The Plan met unanimous approval of all of our Executive Directors/Directors, and was signed by DCMA's Acting Director.

We think you'll be pleased with our new Headquarters, DCMA COOP Plan. DCMAC-T is very proud of

— Col. Karen Osborn



The Chief of Staff's top priorities:

1. DS Mission/Vision
2. Integrate performance based management into all we do
3. Effectively plan and execute the labor and non-labor budget
4. Are we organized to optimize our support to our customers?
5. Ensure our folks enjoy coming to work and others strive to be employed here.

Who's Who in EEO...

A new policy staff member reported to DSO on Monday, January 22, 2007! Her name is Therese (Teri) T. Guy. Teri comes to us from the Armed Services Retirement Home where she served as an experienced EEO Officer. Terry will primarily serve as the Agency's Affirmative Employment Program Manager, among her other duties, so please stop by our office suite on the fifth floor and welcome her to "our -DS world."

Now that the EEO Center is up and running we thought we would update you on the location and identify of the DCMAC-O staff (see below). We also encourage you to provide us feedback on the service we provide to you – so please don't hesitate to complete our EEO Survey Questionnaire. It is conveniently located on our website, <http://home.dcmamil/cntr-dcmac-o/index.htm> and as a response mechanism when you contact/communicate with the Center staff by e-mail.

Headquarters DCMA EEO Office (DSO)

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Therese "Teri" Guy, EEO Specialist

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Springfield, VA:

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News from the Procurement Center

We will shortly be out interviewing our customers, in person, to see how they think we are doing.

NEWS FLASH: Do you trust your COR?

Contracting officer representatives (COR) have always had a long list of responsibilities. It is a job that is often underappreciated and not well understood by the general population of the Agency. But CORs are the people who make sure that the contractors we hire do their jobs properly, come to work on time, work the number of hours they bill for and do quality work. They also ensure that contractors don't have any conflicts of interest. Additionally, CORs know, at any point in time, exactly how much money remains unspent on their support contracts.

Now CORs have a new responsibility. They have become trusted agents. If a contractor needs a Common Access Card (CAC) to get into our computer system, CORs are the people who will coordinate and approve entry. This is the trusted agent part of their job.

Since contractors must meet a background check *prior* to getting a CAC, Security will validate that a contractor meets investigative requirements. Future contracts will now have clauses outlining this procedure to our contractors.

Rayford named Deputy Chief of Staff to succeed Allen

Col. Jeffrey Brand, DCMA chief of staff, revealed on Friday, Feb. 2, that John Rayford, presently serving in Human Resources, has been selected to succeed Rebecca Allen, as deputy chief of staff.

Ms. Allen is leaving DCMA to take a position in the Office of the Secretary of Defense.

Mr. Rayford will assume his new duties on March 4.